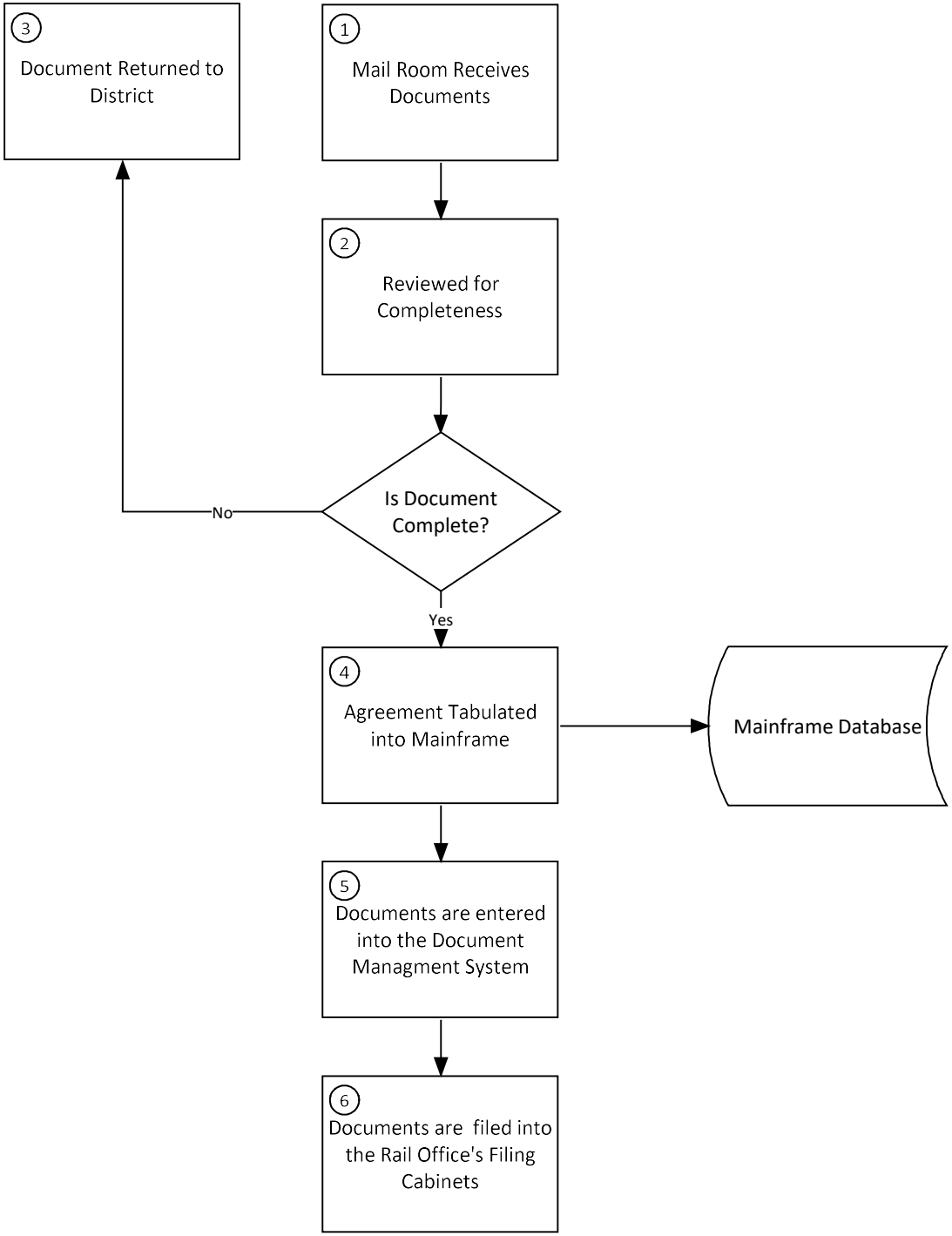
3
Document Returned to District
1
Mail Room Receives Documents
2
Reviewed for Completeness
Is Document Complete?
No
Yes
4
Agreement Tabulated into Mainframe
Mainframe Database
5
Documents are entered into the Document Managment System
6
Documents are filed into the Rail Office's Filing Cabinets